

Building and Facilities

It is the policy of the Foothills Unitarian Church to make its facilities available for the use of all church-related groups and for non-profit community groups whose purposes are consistent with the goals and objectives of Foothills Unitarian Church. The Office staff is authorized to make a determination on whether or not a group seeking to use church facilities falls within the guidelines of this policy. Should a question arise as to the appropriateness of any request, office staff may seek a final decision from the Senior Minister.

Regular church program activities will always have first priority on the use of facilities and may reserve facilities as far in advance as necessary.

The facilities covered by this policy are the church building, the church school building, and the grounds and parking space incidental to their use.

The facilities of the church may be reserved by outside groups no further than six (6) months in advance or more giving consideration to the program and worship schedule. Exceptions being made only for good cause shown and with the specific approval of the Senior Minister or DFO. Facilities may not be reserved more than one (1) year in advance (with the exception of regular church programs – 1.1B). Any use deposit and/or fee must be paid prior to scheduled use.

- All use of the facilities shall be contingent upon the execution of an appropriate Building Use Agreement.
- Any of the provisions of this Building Use Policy, including the Building Use Fees, may be modified or waived by vote of the Board for groups that, in the judgment of the Board, significantly advance the church's mission. If the Building Use Fee is waived, the group may still be required to pay the Sound Tech and Building Attendant expense if a volunteer is not available.

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Church Office Hours

The church office will be open from 9:00 AM to 3:00 PM Tuesday through Thursday. The office shall be closed on official holidays and for the week after Christmas.

Internal Congregational Use

All persons and groups using the church facilities will maintain them in good condition and return the premises to the condition in which they were found. Furnishings will be returned to their normal locations. Floors will be swept, mopped, and vacuumed as needed. All fans and lights turned on will be turned off. Opened windows should be closed and locked. Building use checklist should be honored.

In the case of church groups, team and group leaders shall be responsible to lock and unlock the facilities and to oversee cleanup.

When a church committee or church-related group sponsors an outside group's event, at least one member of the committee or group must be present for the entire event and will be responsible for all of the required tasks listed above.

Rentals

Rentals

For non-church groups, the person applying for use of space shall be responsible for the facilities to complete all of the required activities set forth on the Building User Agreement and Checklist. The building attendant will provide guidance as needed but is not responsible for setup or cleanup. Building attendant will be responsible for lockup.

Political parties may use the church's facilities for caucuses. A building use donation is requested.

Weddings and memorials held in our facility will be conducted by one the ministers OR a minister/officiant approved by the ministers.

Repeat use (weekly or monthly) by member or non-member to be negotiated. Repeat or recurring use by a for-profit group will not be allowed due to the Church's 501c3 status. Occasional use by a for-profit group is allowed.

The Board may allow certain entities such as schools or daycare centers to lease portions of the religious education building on a long-term basis. When negotiating lease agreements, these uses shall be considered by the Senior Minister on a case-by-case basis.

Rental Fees

All fees charged shall be reasonable and shall be reflective of the church’s cost in allowing the use of the facilities. For purposes of this policy, “use” is defined as “per ½ day” and/or “per day”.

Weddings, wedding receptions, anniversary parties, memorial services, and similar events provided to members will be considered normal and traditional uses of the church by its members, and the only fee charged for such events will be for sound technicians or other direct staff costs.

Custodial services fee for use of facilities: will be \$35.00 per hour if not returned to its original condition. This will be deducted from the deposit if necessary.

A building attendant will be required at \$25 per hour for all non-member/non-Foothills Unitarian Church events. The Church Administrator can authorize the building attendant to be present at only the beginning and end of a building use as opposed to the full extent of the use.

Room	Room Capacity	Half-Day (0-4hrs)	Full-Day (4-8 hrs)
One time use members and friends			
(for use not listed in 2.2C)			
Sanctuary	180	\$ 175.00	\$ 225.00
Social Hall	220 (100 if seated at tables)	\$ 125.00	\$ 145.00
Kitchen		\$ 30.00	\$ 40.00
Sanctuary/Kitchen/ Social Hall		\$ 300.00	\$ 370.00
Classroom		\$ 20.00	\$ 30.00
Triple RE		\$ 60.00	\$ 80.00
Security deposit		n/a	
Key Deposit		n/a	
One time use general public			
Room	Room Capacity	Half-Day (0-4hrs)	Full-Day (4-8 hrs)
Sanctuary	180	\$ 250.00	\$ 300.00

Social Hall	220 (100 if seated at tables)	\$ 175.00	\$ 200.00
Kitchen		\$ 60.00	\$ 70.00
Sanctuary/Kitchen/ Social Hall		\$ 450.00	\$ 525.00
Classroom		\$ 40.00	\$ 50.00
Triple RE		\$ 110.00	\$ 140.00
Security Deposit		\$ 100.00	
Key Deposit		\$ 35.00	
Recitals		\$ 150.00	

Maximum of 80 people and simple snacks only
(Cookies and Juice for example, no sit down tables and chairs)

Room Deposit (\$100.00) and key (\$35.00) deposits will be required from general public

If tickets are being sold it will be considered a concert and charged at full rental rate.

We offer this discount in anticipation of the recitals being a low impact use of our facility and to make it possible for community members to enjoy our sanctuary and piano at a reasonable rate.

Sound System Use: Only a church-trained and approved technician may operate the sound system.

- \$25 for setup and leave
- \$50 for setup & 1 hr for sound tech and
- \$25 per hr for each additional hour
- \$75 for setup, rehearsal and 1 hr sound tech.

All security deposits shall be retained until an inspection of the premises following the event has been concluded and all keys have been returned to the church. The church retains the right to deduct from the security deposit cleaning charges or other expenses incurred by the church as a result of the use of the facilities.

Sponsorship Levels for Rentals or External Events Framework

Sponsorship Levels for Rentals or External Events Framework

This framework outlines six sponsorship levels for rentals or external events at Foothills Unitarian Church. Each level includes definitions, descriptions of what is provided, the associated costs to the church, and considerations for opportunity cost, staff involvement, and building use.

1. No Sponsorship

Definition: The event organizer pays the full market rate for building use, with no additional services, discounts, or promotional efforts by the church.

Provided Services:

- Access to the reserved space(s) as-is.
- Basic building use instructions provided beforehand.
- No setup, reset, or staff support.

General Cost to the Church:

- **Opportunity Cost:** Minimal, as no staff resources are required beyond building access coordination.
- **Staff and Building Use Cost:** Key issuance or access management only (~15-30 minutes of admin time for scheduling and communication).

Ideal For: Events unrelated to church mission or values, or where the organizer prefers no involvement from the church beyond basic building use.

2. Promotional Only

Definition: The church offers strategic promotional support for an external event without providing building access, staff involvement, or other logistical support.

Provided Services:

- Inclusion in the church's promotional channels, such as newsletters, social media, and bulletin announcements.
- Strategic guidance to align promotional efforts with the event's goals (if applicable).

General Cost to the Church:

- **Opportunity Cost:** Low, as no building or staff resources are used, but communication space is allocated.
- **Staff and Building Use Cost:** Minimal (~30 minutes to 1 hour for promotional coordination).

Ideal For: Events or initiatives that align with church values or mission and would benefit from community visibility but do not require physical resources or staff support.

3. Turn-Key Building Use

Definition: The event organizer is provided access to the building as is, with no additional setup, reset, or staff involvement beyond providing building access.

Provided Services:

- Access to the reserved space(s) as-is.
- Basic building use instructions provided beforehand.

General Cost to the Church:

- **Opportunity Cost:** Minimal, as no staff resources are required beyond building access coordination.
- **Staff and Building Use Cost:** Key issuance or access management only (~15-30 minutes of admin time for scheduling and communication).

Ideal For: Self-sufficient organizers who need a simple, clean space with no modifications.

4. Building Use + Minimal Setup

Definition: Includes access to the building with minor setup/reset (less than one hour total). May also include a short AV training session if the organizer will self-manage the AV system.

Provided Services:

- Access to the reserved space.
- Minimal setup/reset by staff (e.g., arranging chairs, small table adjustments).

- Optional AV training (~30 minutes).

General Cost to the Church:

- **Opportunity Cost:** Low, but slightly more due to staff time allocation for setup/reset.
- **Staff and Building Use Cost:** 1-1.5 hours total (setup/reset + optional AV training). Includes basic utilities and building wear-and-tear.

Ideal For: Events needing minor preparation, such as meetings, workshops, or community gatherings with light AV requirements.

5. Discounted Rate

Definition: The church offers a discounted rental rate to support events that align partially with church values or mission. No staff involvement or promotional support is included.

Provided Services:

- Access to reserved space(s) as-is or with minimal setup (similar to Levels 1 and 2).
- Discounted rental rate.

General Cost to the Church:

- **Opportunity Cost:** Low, depending on staff time allocation and utility use.
- **Staff and Building Use Cost:** Minimal (~1-2 hours total for admin, setup/reset).

Ideal For: Mission-aligned events where cost might be a barrier for organizers, such as nonprofit gatherings or small community events.

6. Event Management

Definition: Requires church staff to manage and oversee the event, ensuring all building and technical aspects are handled during the event.

Provided Services:

- Staff presence on-site throughout the event.
- Setup/reset of spaces as needed.
- AV setup and management during the event.
- Troubleshooting any issues that arise.

General Cost to the Church:

- **Opportunity Cost:** Moderate, as staff time is committed to the event, limiting availability for other tasks.
- **Staff and Building Use Cost:** ~4-6 hours of staff time (setup, event management, reset). Includes utilities, wear-and-tear, and AV system usage.

Ideal For: External events requiring more hands-on support, such as performances, conferences, or weddings.

7. "As if Internal" Event

Definition: The church assumes full responsibility for the success of the event, integrating staff at a deep level to plan, promote, and execute as though it were a church-sponsored event.

Provided Services:

- Comprehensive event planning and coordination by church staff.
- Full AV support, including advanced technical needs.
- Setup and reset tailored to event needs.
- **Strategic promotion and communication integration (if applicable).**
- On-site staff presence throughout the event to manage logistics.

General Cost to the Church:

- **Opportunity Cost:** High, as significant staff time is diverted from other church ministries or initiatives.
- **Staff and Building Use Cost:** ~10-20+ hours of staff time (includes planning, execution, and follow-up). High utility, wear-and-tear, and potential opportunity costs.

Ideal For: Highly aligned external events or partnerships that resonate deeply with church values or mission, such as social justice initiatives or significant community collaborations.

Summary of Cost Considerations

Level	Staff Involvement	Opportunity Cost	Building Use Costs	Ideal For
No Sponsorship	Minimal (~15-30 mins admin)	Very Low	Key issuance/admin time	Events unrelated to church mission.
Promotion Only	Minimal (~15-30 mins admin)	Very Low	Rental Only	Low lift missional events
Turn-Key Building Use	Minimal (~15-30 mins admin)	Very Low	Key issuance/admin time	Simple, self-sufficient events.
Building Use + Minimal Setup	Low (~1-1.5 hrs total)	Low	Setup/reset + optional AV training	Meetings or events needing light prep.
Discounted Rate	Low (~1-2 hrs total)	Low	Reduced rate for mission alignment	Mission-aligned events with barriers.
Event Management	Moderate (~4-6 hrs)	Moderate	Setup, reset, staff presence, AV	Events requiring full support on-site.

Level	Staff Involvement	Opportunity Cost	Building Use Costs	Ideal For
"As if Internal" Event	High (~10-20+ hrs)	High	Comprehensive event management	Highly aligned events with deep integration.

Rental or External Event Decision Matrix

Criteria	Considerations	Decision Point
1. Is Our Building a Fit?	<ul style="list-style-type: none"> - Does the event fit within our space capabilities (e.g., size, accessibility, AV capabilities)? - Does the requested date/time fit with the building's schedule and availability? - Does it align with our operational limitations (e.g., no overnight use)? 	<ul style="list-style-type: none"> <input type="checkbox"/> Yes – Move forward <input type="checkbox"/> No – Decline or suggest alternate venues
2. Are Our Values a Fit?	<ul style="list-style-type: none"> - Does the event align with Unitarian Universalist values and current strategic priorities? - Does it advance community well-being or existing community partnership? - Could hosting the event enhance our congregation's reputation in the community? 	<ul style="list-style-type: none"> <input type="checkbox"/> Yes – Move forward <input type="checkbox"/> No – Decline or discuss with leadership
3. What is the ROI on Staff Time?	<ul style="list-style-type: none"> - Use staff time calculator: - Calculate total hours required (setup, event management, reset, and communication). - Assess opportunity costs (e.g., time taken away from ministry priorities). - Does the potential benefit (e.g., revenue, alignment with values) outweigh staff costs? 	<ul style="list-style-type: none"> <input type="checkbox"/> Positive ROI – Move forward <input type="checkbox"/> Negative ROI – Decline or adjust offer
4. What is the Sponsorship Level?	<ul style="list-style-type: none"> - Determine the appropriate sponsorship level based on the framework: 1. Turn-Key Building Use 2. Building Use + Minimal Setup 3. Event Management 4. "As if Internal" Event - Is the requester aware of the requirements and associated costs at this level? 	<ul style="list-style-type: none"> <input type="checkbox"/> Level Confirmed <input type="checkbox"/> Needs adjustment (e.g., communicate expectations/costs)

Criteria	Considerations	Decision Point
5. What is the Prep Time?	<ul style="list-style-type: none"> - How far in advance is the event being requested? - Do we have sufficient time to coordinate logistics and staff? 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate Prep Time - Move forward <input type="checkbox"/> Inadequate Time - Decline or offer alternative dates
6. Who is Asking?	<ul style="list-style-type: none"> - Is the requester a reliable organizer with a proven track record? - Is it a request from a member or a church group? - Is this an external partner we value or seek to build a relationship with? 	<ul style="list-style-type: none"> <input type="checkbox"/> Reliable/Member/Key Partner - Prioritize <input type="checkbox"/> New/Unknown Requester - Assess cautiously or require more clarity

Rental Workflow Process

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1. Intake Begins with Prospective Renter Completing [Online Intake Form](#)
2. Initial Assessment using [Decision Matrix](#)
 1. Sponsor Level is set
 2. All event details are collected to make final assessment
3. After final assessment if approved, a rental agreement is drafted and signed that details all rental arrangements.
 1. Staff fills out a PCO Rental Form in calendar to trigger and document building use

Request Status Field Updated to reflect status in workflow

Email Templates

Initial Inquiry

Subject: Thank You for Your Interest in Renting Our Space!

Hello [Name],

Thank you for reaching out to inquire about using our building for your event. We're thrilled you're considering us as a venue, and we look forward to learning more about your needs.

To streamline the rental process and provide you with the best possible experience, we ask that you complete a brief inquiry form that will help us evaluate your request based on availability, alignment with our mission, and logistical details.

What Happens Next:

1. **Submit the Inquiry Form:** <https://foothillsuu.org/rental-intake/>
This form will capture the essential details about your event (type, date, time, attendees,

etc.) and help us provide an initial evaluation. The form will also calculate a rough cost of space use. Please note these costs are estimates and we do offer discounts to our community partners and missionally aligned community organizations.

2. **Follow-Up for Priority Requests:** If your request aligns with our usage priorities or requires additional information, we'll follow up with a detailed form to finalize the specifics.
3. **Confirmation:** Once details are finalized, we'll provide a rental agreement for review and e-signature, along with an invoice for payment.

Key Notes About Rentals:

- We prioritize events that align with our mission and values or build partnerships with our community.
- All rentals are subject to availability and adherence to our building use policies.

If you have any immediate questions or concerns, feel free to reply to this email, and we'll get back to you as soon as possible.

Event Sponsorship Levels at Foothills Unitarian Church for Prospective Renters

At Foothills Unitarian Church, we believe in supporting events and initiatives that align with our mission and values. Depending on the type of partnership or sponsorship level, we provide varying degrees of support for external events. Below is an overview of what you can expect from us at each level.

Please note: While the descriptions below outline general expectations for each level, specific costs will be determined based on your event's unique needs and the resources required.

1. No Sponsorship

If your event does not fall within our sponsorship criteria, you are welcome to rent our space at the full rental rate.

2. Discounted Rate

For events that align with our mission or values, we may offer a discounted rental rate to use our space.

3. Promo Only

For events that align with our mission, we can provide promotional support within our community, such as inclusion in newsletters or social media posts.

4. Turn-Key Building Use

For simple, self-managed events, we offer basic access to our building with minimal staff involvement.

- **What's Provided:**
 - Access to the reserved space(s) as-is.
 - Basic instructions on how to use the space.
 - **Who It's For:** Organizers who are self-sufficient and need a clean, functional space for their event.
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5. Event Management

For events that require hands-on support, our staff will work with you to ensure everything runs smoothly.

- **What's Provided:**
 - On-site staff throughout the event to assist with setup, AV management, and troubleshooting.
 - Customized space setup and reset according to your needs.
 - **Who It's For:** Larger or more complex events, such as weddings, performances, or conferences that need active staff support.
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6. "As if Internal" Event

For events that align deeply with our mission, we may sponsor and host your event as if it were one of our own.

- **What's Provided:**
 - Full event planning and coordination by our staff.
 - Strategic promotion through all our channels.
 - Advanced AV support and comprehensive setup/reset tailored to your event.
 - On-site staff to manage logistics from start to finish.
 - **Who It's For:** Highly mission-aligned events that benefit both your organization and our community, such as social justice initiatives or major collaborations.
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What to Expect

We are excited to partner with organizers who share our values and vision. Sponsorship levels are determined based on your event's alignment with our mission and the level of support required.

Important Note: Specific costs and terms will be worked out individually for each event to reflect the level of sponsorship, services, and resources required.

If you have questions or would like to explore sponsorship options, please contact our team. We look forward to working with you to create a successful and meaningful event!

Building Use Policies for Outside Renters

Foothills Unitarian Rental Guidelines

☐ **DO:**

- ✓ Use the space **as agreed** and within the designated rental period.
- ✓ **Set up and clean up** within your rental time, returning furniture to its original placement.
- ✓ Ensure **all guests and activities align with our mission** and values.
- ✓ **Follow safety protocols** and emergency procedures.
- ✓ Provide a **Certificate of Insurance** if required (30+ attendees, alcohol service, physical activities, or AV use).
- ✓ **Take all trash collected during your event** and dispose in on-site dumpster before leaving.
- ✓ **Lock all doors and turn off lights** before leaving.
- ✓ **Contact the Event Manager** if any issues arise during your rental.

☐ **DON'T:**

- ✗ **Prop open exterior doors** or allow unauthorized access.
- ✗ **Move or use furniture, AV, or equipment** without prior approval.
- ✗ Use **tape, nails, or adhesives** on walls, ceilings, or fixtures.
- ✗ Use **rooms that you have not rented** and are not specified in your contract.
- ✗ **Exceed the agreed-upon rental time** without prior approval.
- ✗ **Serve alcohol without prior approval and insurance.**
- ✗ **Smoke, vape, or use illegal drugs** on the property.
- ✗ **Bring firearms or weapons** onto the premises.
- ✗ **Publicly market** your event in a way that implies sponsorship by Foothills Unitarian.

Failure to follow these guidelines may result in additional fees, loss of deposit, or termination of the rental agreement.

For questions, contact: Jenn Powell, Hospitality and Operations Manager at jenn@foothillsuu.org

Employee Use of Church Spaces Policy

Purpose

Foothills Unitarian values our employees and recognizes that access to church spaces can provide meaningful opportunities for personal gatherings. This policy outlines the conditions under which employees may request the use of church facilities at no charge.

Policy Statement

Employees may request to use church spaces up to **two (2) times per calendar year without charge**, provided that all conditions below are met.

Conditions of Use

1. **Restoration of Space** - The employee must return the space to its original condition and setup after use.
2. **Cleaning Costs** - If additional cleaning is required, or if the event necessitates professional cleaning, the employee is responsible for all associated costs.
3. **Audio/Visual Needs** - If hosted AV services are required, the employee is responsible for the related costs.
4. **Scheduling Priority** - Church activities and programming take priority. Employee use is permitted only when the requested space is available and not needed for church purposes.
5. **Advance Reservations** - Employees may not reserve space more than sixty (60) days prior to the event.
6. **Financial Benefit** - If the event involves ticket sales, fees, or any form of personal financial benefit, the employee must pay the **lesser** of:
 - Ten percent (10%) of event profit, **or**
 - Fifty percent (50%) of the Foothills Friends & Members Rental Rate.

Exceptions

Any exceptions to this policy must be approved in advance by the Executive Director.

Playground and Playground Use

Remembrance Garden

Who can be memorialized: Members, their relatives, and pledging friends of the church may be memorialized. Pets will not be memorialized in the Garden.

Fees: The fee will cover the cost and installation of a bronze plaque engraved with the name and dates of birth and death, inclusion in the Remembrance Book and perpetual maintenance. The fee is \$350. The fee is payable at the time of application.

How to apply: Application forms are available from the DFO.

Prepayment: Those wishing to prepay for themselves and/or family members may do so. A sincere effort will be made to accommodate families who wish to have plaques placed together, but such placement cannot be guaranteed.

Records: The DFO along with the bookkeeper will be responsible for keeping financial records.

Remembrance Book: The Church will also keep a Remembrance Book. One page (which may be double-sided) will be devoted to each person memorialized, containing the obituary, pictures or whatever information the family wishes to include. It will also recognize donors and record the history of the Garden.

Flowers and other additions: Only those plants, stones, urns, benches, sculptures and plaques specified in the Garden Landscape Plan will be placed in the Garden. Flowers and plants may be used during a memorial service.

Maintenance: Garden maintenance will be the responsibility of the DFO and will be funded through the church budget.

Memorial Plaques: Bronze plaques (6" x 2 ½") engraved with the name and dates of birth and death will be installed on the Remembrance Garden wall. No other markers will be allowed. Installed plaques become the property of the church and may not be removed.

Ashes: Ashes may be spread or buried directly into the garden to be mingled with the earth. Records will not be kept of the exact location of individual burial sites. Burial of ashes will be done only in months when the ground is not frozen.

Ownership: The purchase of a plaque or burial of ashes shall not give survivors any claim upon the church property of Foothills Unitarian Church

Exceptions to policies: The Senior Minister may make exceptions to these policies and regulations.

Building Safety

Weapons Free Campus

Purpose

To ensure a safe, welcoming, and peaceful environment for all congregants, staff, and visitors, our church maintains a strict **Weapons-Free Campus Policy**. This policy is in place to promote safety and security while fostering a place of worship and community free from the presence of weapons.

Policy Statement

No person—whether a member, visitor, volunteer, or staff—shall bring, carry, or possess any weapon on church property, including but not limited to:

- Firearms (concealed or open carry)
- Knives (other than small utility or pocket knives under 3 inches)
- Explosives or fireworks
- Tasers, stun guns, or similar devices
- Any other weapon that could cause harm or intimidation

This prohibition applies to all areas of church property, including buildings, parking lots, outdoor gathering spaces, and any church-sponsored events held off-site.

Exceptions

This policy does not apply to:

- **On-duty law enforcement officers** or authorized security personnel performing official duties.
- **Approved ceremonial or theatrical use** of prop weapons in controlled church activities, subject to prior approval by church leadership.

Enforcement

Anyone found in violation of this policy will be asked to remove the weapon from church property immediately. Refusal to comply may result in further action, including being asked to leave the premises or involvement of law enforcement if necessary.

Reporting

If a weapon is observed on campus, members should not confront the individual but instead notify church leadership or designated security personnel immediately.

Policy Review

This policy will be reviewed periodically to ensure compliance with state and local laws and to address any emerging safety concerns.

By entering church property, all individuals acknowledge and agree to abide by this **Weapons-Free Campus Policy**.

Building Access and Lockup

Purpose

To ensure the security and proper use of church facilities, this policy outlines access guidelines for staff, volunteers, and visitors.

Office Hours & General Access

- The church office is open **Tuesday through Thursday from 9:00 AM to 3:30 PM** and **Sunday from 8:00 AM to 12:00 PM**.
- Visitors should check in at the office upon arrival.
- Outside of office hours, access is restricted to authorized personnel.
- If you have a need for care or support, please email caring@foothillsuu.org or fill out our [Caring form](#), and a member of our caring team will be in touch with you soon. If you have an emergency need for pastoral care, please dial **970-493-5906** and use extension **126#**.

Key & Code Access

- Staff and designated volunteers may be issued keys or access codes based on their roles and responsibilities.
- Keys and access codes must not be shared or duplicated.
- Lost keys or compromised access codes must be reported immediately to church leadership.

Event & Meeting Access

- Groups using the facility outside office hours must arrange access in advance. You can visit <https://foothillsuu.org/reserve/> to make reservations.

- A responsible party must be present for the duration of the event and ensure proper lock-up afterward.

Security & Lock-Up Procedures

- All exterior doors will remain locked unless arrangements have been made in advance. If access is needed, groups should designate someone to monitor the doors to allow entrance for their participants.
- All doors should remain locked when the building is unoccupied.
- Last persons to leave must ensure that doors are secured, lights are turned off, and any security systems are activated.
- Unless otherwise arranged, please make sure the room is clean and all equipment is stored in its proper place.

Special Circumstances

- Requests for special access (e.g., maintenance, deliveries, emergency needs) should be directed to the church office.
- Church leadership reserves the right to grant or revoke access at any time.

By following these guidelines, we can maintain a safe and welcoming environment for all.

Door Code Access Guidance

Purpose:

To ensure the security of our facility, we have established a system for managing door access codes. This policy outlines the procedures for issuing, using, and updating door codes.

Door Code Categories:

1. **Admin Code** - Assigned to staff and designated personnel for operational access.
2. **Renter Code** - Provided to approved renters for the duration of their rental period.
3. **Congregant Code** - Available to active partners who require access for facility-related activities.

Code Management:

- Door codes will be changed on a **monthly basis** to maintain security.
- The Admin Code will only be shared with authorized staff and leadership.
- The Renter Code will be provided to renters as needed and will expire at the end of their rental agreement.
- The Congregant Code will be shared with partners who require access for facility-related activities.
- **All codes will be issued by the Facilities Coordinator after the necessary approvals have been granted.**

Security Guidelines:

- **Codes must not be shared** outside of their designated groups.
- Congregants are responsible for keeping their assigned codes confidential.
- Any suspected unauthorized use of a code must be reported immediately.
- If a breach is suspected, codes may be changed immediately, outside of the regular schedule.

Enforcement:

Failure to adhere to this policy may result in the revocation of access privileges.

For questions or concerns regarding door access, please contact facilities@foothillsuu.org.

Building Safety

Safety and Inspections

Alcohol Use Guidance

1. Purpose

To ensure alcohol use at Foothills Unitarian Church aligns with our values of safety, inclusion, and responsibility. This guidance supports our mission by fostering a respectful and secure environment for all participants.

2. Organizational Guidance

Permitted Alcohol Types

- Only beer and wine are allowed at church-operated events.
- Hard liquors are strictly prohibited.

Presence of Minors

- Alcohol is strictly prohibited at events where minors are present.
- Minors must have no access to alcohol at any time during the event.

Safety and Responsibility

- Safe consumption is paramount; drunkenness and impaired driving are unacceptable.
- Event organizers must prioritize the safety of all attendees.
- Providers and consumers of alcohol are solely responsible for ensuring responsible consumption.

Supplemental Insurance for Rentals

- Renters may serve alcohol only if they purchase supplemental event insurance explicitly covering alcohol use.
- Proof of insurance must be submitted at least 7 days prior to the event.

Inappropriate Settings

- Alcohol is not allowed at events where its presence is deemed inappropriate by group leaders, their staff lead, or a member of the Executive Team.
- Decisions are based on safety concerns or alignment with key missional values.

Storage Restrictions

- Alcohol must not be stored in unsecured locations, such as church refrigerators or counters, beyond event setup and teardown hours.
- Providers of alcohol must adhere to all storage policies.

Provider Responsibility

- Providers of alcohol are solely responsible for its consumption and for adhering to all storage and safety policies.
- Groups offering alcohol must distribute this policy to attendees at least once per year.

Enforcement

- Non-compliance may result in disciplinary action, including removal from the event, revocation of alcohol use privileges, or termination of rental agreements.
 - Event organizers and alcohol providers must ensure strict adherence to these guidelines to maintain a safe and responsible environment.
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3. Related Content

Bylaws and Policies

This guidance interprets or implements the following:

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Organizational Guidances & SOPs

This guidance is related to or informs the following documents:

4. Revision History

- Updated by Katie Watkins on Jul 26, 2024

Marijuana and Tobacco Free Campus

Smoking shall not be permitted inside or within 50 feet of any building, including the patio area and the playground.

Animals On Campus

1. General Guidelines:

- Our organization is an animal-friendly community, and employees or congregants may occasionally bring friendly pets to church when prior notice has been given and arrangements have been made with church staff.
- Rental tenants, including preschools, may have classroom pets under their supervision.
- Foothills retains the right to deem any animal unsuitable for being on site for any reason at any time.

2. Aggressive Behavior:

- Any animal with a history of aggressive behavior, including biting or causing harm, is not permitted on-site.
- If an animal exhibits aggressive behavior while on-site, it must be removed immediately, and a review will be conducted to determine if the animal can return.

3. Leashing and Supervision:

- All dogs must be leashed in open and common spaces, both indoors and outdoors.
- Dogs may be unleashed only within closed spaces that are under the direct control of the owner or responsible party.
- Rental tenants may choose to have their pets unleashed in their closed spaces, but they are solely responsible for their pets' behavior and any incidents that may occur.
- Pet owners are responsible for cleaning up any disturbances or waste produced by their pet while on the premises.

4. Responsibility and Liability:

- Owners are responsible for the behavior and well-being of their animals at all times.
- Any incidents involving animals, such as bites or aggressive behavior, must be reported immediately to the appropriate authority within the organization.
- Rental tenants are responsible for ensuring that their animals do not pose a risk to other individuals and must adhere to this policy.
- Any pet allowed on the premises should be fully up to date on required vaccines.

5. Incident Response:

- In the event of an incident involving an animal, such as a bite, the animal must be removed from the premises immediately.
- A review will be conducted to assess the situation and determine the appropriate course of action, including whether the animal can return to the site.

Enforcement: Non-compliance with this policy will result in appropriate actions, which may include restricting the presence of the animal on-site, disciplinary measures for employees, or termination of rental agreements for tenants. The safety and well-being of all individuals on-site are of utmost importance, and strict adherence to this policy is required to maintain a safe and harmonious environment.

Maintenance